



# **Kentucky Department of Education**

## **Safe Schools Report with ASSIST**

**School year 2014-2015**

By:  
Ginger Kinnard

Office of Next  
Generation Schools  
and Districts

## Purpose:

During the 2013 legislative session the Kentucky General Assembly passed Senate Bill 8/House Bill 354 to ensure that our schools are safer places for students and staff to work and learn. The passage of SB8/HB354 required changes to emergency plan requirements, the development of school safety practices, and additional severe weather, lockdown and earthquake drills. This bill also requires district superintendents to verify to the Kentucky Department of Education that all school districts are in compliance with these requirements.

## District Assignment:

The Safe School Report is assigned to all 173 Kentucky School Districts.

The required submission date for this report is **November 1, 2014**.

## Completing the Safe School Report in ASSIST:

**Step I:** Login to ASSIST using the required credentials  
[ASSIST Login](#)

### Login

Please enter your email address and password to log in.

Email Address:

Password:

Forgot your password? [Send new password](#)

Login

Reset

**Step II:** Select the district's profile in ASSIST

From the *Search Institutions* page, go to the bottom of the page and click *Search*

Sample KDE District

Institutions Reports Administration

### Search Institutions

Search Criteria (hide)

Please enter one or more fields to search for institutions. You can also leave all fields on this screen blank to return all institutions associated with your login.

Institution

Parent Institution

Country/Location  
Choose...

City

State/Province  
Choose...

State Issued ID

Advanced Customer Number

Client Status  
☐ Include Inactive Institutions

Organization Status [Clear](#)

- Applicant
- Candidate
- Accredited
- Dropped
- Affiliate
- Closed
- Inactive
- Merged
- Newly Accredited
- Non-Member
- Reinstated
- Withdrawn

Search Reset

Everything that your user permissions allow access to will appear on the screen  
Select the district from the *Institutions* column

Sample KDE District

Institutions Reports Administration

### Search Institutions

Search Criteria (show)

35,907 Items found, displaying 1 to 25.

Institution	Address	Parent Institution
Hman'shawi Day School	Fort McDowell, Arizona	Fort McDowell Indian Community
(SERI) School for E-Education Research & Innovation Pvt. LTD.	New Delhi	
12th Street Elementary	PORTAGE, Michigan	Portage Public Schools
21st Century Academy	Hopkinsville, Kentucky	Christian County School District
2nd Chance Education	Saint Petersburg, Florida	
4 our Kids Learning Academy	Baytown, Texas	For the Kids International, LLC
516 Mehtowati Academy	White Bear	Northeast Metro Intermediate School District

PROPH S U Kentucky


The district Portfolio will appear on the screen  
Select the *Safe Schools Report*

**Portfolio**


**Overview**

Select the school year to expand the list of all associated documents for that period.

Select a document for additional details and to begin or continue your work.

 You have 1 past due document(s)

2014-2015 School Year

Days Past Due	Due Date	Status	Document
	September 30, 2014	In Progress	<a href="#">KDE District Funding Assurances 2014-2015</a>
	November 1, 2014	Not started	<a href="#">Safe Schools Report</a> 

**Step III:** Complete the diagnostic

After selecting the *Safe Schools Report* on the Portfolio page the component dashboard will appear

**Portfolio**


**Safe Schools Report (Not started)**

Add each component to this report. When all necessary components are complete, select the Submit button at the bottom of the screen.

This document is due on **Nov 1, 2014**

**Required**

All components in this section must be completed before the document can be submitted.

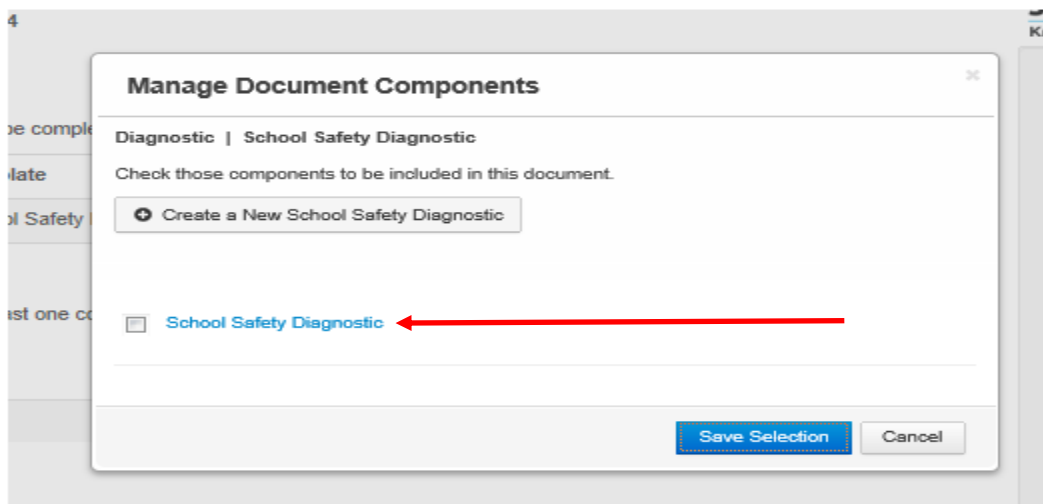
Section	Template	Components	Complete
Diagnostic	School Safety Diagnostic		

**Additional**

In some cases you must select at least one component from this list before the document should be submitted.

*None*

Click on the *pencil* icon in the *Components* section  
The *Manage Document Components* box will appear in the screen  
Select the *School Safety Diagnostic* from the list by placing a CHECK MARK in the box next to it



The *School Safety Diagnostic* will open

## School Safety Diagnostic

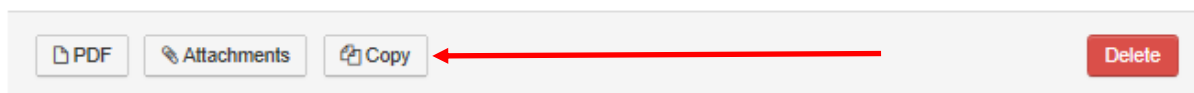
[« Back to Diagnostics](#)

### School Safety Diagnostic (Edit)

In response to recent tragic events in our nation's schools, during the 2013 legislative session the Kentucky General Assembly took action, through the passage of Senate Bill 8/House Bill 354, to assure that our schools are safer places for students and staff to work and learn. Among other things, SB8/HB354 required changes to emergency plan requirements, the development of school safety practices, and additional severe weather, lockdown and earthquake drills. The bill also required local school district superintendents to verify to the Kentucky Department of Education that all schools in the district are in compliance with these requirements. This diagnostic is the means by which this reporting is accomplished.

**Please Note:** In some cases, all items may not be required.

The diagnostic you are attempting to access had already been completed and you cannot make changes to its contents. The diagnostic needs to be reopened before you can access it.



Click on the *Copy* button

[Portfolio](#) [Profile](#) [Diagnostics & Surveys](#) [Assurances](#) [Goals & Plans](#) [Reviews](#) [Progress](#)

### Copy Diagnostic

Current Status: Submitted

Enter a unique description to copy the selected Diagnostic. The entire Diagnostic and its answers will be copied and the copied Diagnostic will be marked as *In Progress*. Please note: Any attachments for the Diagnostic will NOT be copied.

Description

[Copy](#) [Cancel](#)

In the *Description* box TITLE the NEW 2014-2015 School Safety Diagnostic (example: 2014-2015 School Safety Report)

Portfolio Profile **Diagnostics & Surveys** Assurances Goals & Plans Reviews Progress



### Copy Diagnostic

Current Status: Submitted

Enter a unique description to copy the selected Diagnostic. The entire Diagnostic and its answers will be copied and the copied Diagnostic will be marked as *In Progress*. Please note: Any attachments for the Diagnostic will NOT be copied.

Description

2014-2015 School Safety Report

 Copy 

Click the *Copy* button

The *School Safety Diagnostic* will open


### School Safety Diagnostic


[← Back to Diagnostics](#)


#### 2014-2015 Safe Schools Report [\(Edit\)](#)






In response to recent tragic events in our nation's schools, during the 2013 legislative session the Kentucky General Assembly took action, through the passage of Senate Bill 8/House Bill 354, to assure that our schools are safer places for students and staff to work and learn. Among other things, SB8/HB354 required changes to emergency plan requirements, the development of school safety practices, and additional severe weather, lockdown and earthquake drills. The bill also required local school district superintendents to verify to the Kentucky Department of Education that all schools in the district are in compliance with these requirements. This diagnostic is the means by which this reporting is accomplished.

Please Note: In some cases, all items may not be required.

**School Safety Adoption Requirements**  
8 of 8 items are answered |  All required items complete

**School Safety Implementation Requirements**  
7 of 7 items are answered |  All required items complete

**School Safety Assurance**  
1 of 1 items are answered |  All required items complete

 PDF  Attachments  Copy  

Review each section of the diagnostic to ensure that all responses are still applicable. If changes need to be made to the response this can be done during the review of each section.

Once the review of each section is complete and all questions have been answered click the *Complete* button

## School Safety Diagnostic

[← Back to Diagnostics](#)

### 2014-2015 Safe Schools Report [\(Edit\)](#)

In response to recent tragic events in our nation's schools, during the 2013 legislative session the Kentucky General Assembly took action, through the passage of Senate Bill & House Bill 354, to assure that our schools are safer places for students and staff to work and learn. Among other things, SB&HB354 required changes to emergency plan requirements, the development of school safety practices, and additional severe weather, lockdown and earthquake drills. The bill also required local school district superintendents to verify to the Kentucky Department of Education that all schools in the district are in compliance with these requirements. This diagnostic is the means by which this reporting is accomplished.

Please Note: In some cases, all items may not be required.

#### School Safety Adoption Requirements

8 of 8 items are answered | [✓ All required items complete](#)

#### School Safety Implementation Requirements

7 of 7 items are answered | [✓ All required items complete](#)

#### School Safety Assurance

1 of 1 items are answered | [✓ All required items complete](#)

[PDF](#)

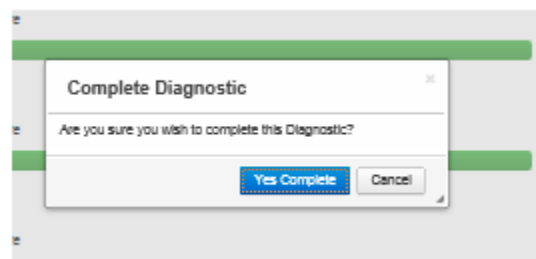
[Attachments](#)

[Copy](#)

[Complete](#)

[Delete](#)

Respond *Yes Complete* to the *Are you sure...*



You will be returned to the diagnostic home page

## School Safety Diagnostic

Success! The Diagnostic has been completed.

[← Back to Diagnostics](#)

### 2014-2015 Safe Schools Report [\(Edit\)](#)

In response to recent tragic events in our nation's schools, during the 2013 legislative session the Kentucky General Assembly took action, through the passage of Senate Bill & House Bill 354, to assure that our schools are safer places for students and staff to work and learn. Among other things, SB&HB354 required changes to emergency plan requirements, the development of school safety practices, and additional severe weather, lockdown and earthquake drills. The bill also required local school district superintendents to verify to the Kentucky Department of Education that all schools in the district are in compliance with these requirements. This diagnostic is the means by which this reporting is accomplished.

Please Note: In some cases, all items may not be required.

The diagnostic you are attempting to access has already been completed and you cannot make changes to its contents. The diagnostic needs to be reopened before you can access it.

[PDF](#)

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[Reopen](#)

[Delete](#)

## Step IV: Submit the *Safe Schools Report*

Click on the *Portfolio* tab

**Portfolio** Profile Diagnostics & Surveys Assurances Goals & Plans Reviews Progress

### School Safety Diagnostic

Success! The Diagnostic has been completed.

[Back to Diagnostics](#)

#### 2014-2015 Safe Schools Report (Edit)

In response to recent tragic events in our nation's schools, during the 2013 legislative session the Kentucky General Assembly took action, through the passage of Senate Bill 8/House Bill 354, to assure that our schools are safer places for students and staff to work and learn. Among other things, SB8/HB354 required changes to emergency plan requirements, the development of school safety practices, and additional severe weather, lockdown and earthquake drills. The bill also required local school district superintendents to verify to the Kentucky Department of Education that all schools in the district are in compliance with these requirements. This diagnostic is the means by which this reporting is accomplished.

*Please Note:* In some cases, all items may not be required.

The diagnostic you are attempting to access had already been completed and you cannot make changes to its contents. The diagnostic needs to be reopened before you can access it.

[PDF](#) [Attachments](#) [Copy](#) [Reopen](#) [Delete](#)

Select the *Safe Schools Report* on the *Portfolio Page* (will show In Progress)

## Portfolio

### Overview

Select the school year to expand the list of all associated documents for that period.

Select a document for additional details and to begin or continue your work.

You have 1 past due document(s)

#### 2014-2015 School Year

Days Past Due	Due Date	Status	Document
	September 30, 2014	In Progress	<a href="#">KDE District Funding Assurances 2014-2015</a>
	November 1, 2014	In Progress	<a href="#">Safe Schools Report</a>

#### 2013-2014 School Year



Again, click on the *Pencil* icon in the *Component* column

## Portfolio


### Safe Schools Report (In Progress)

Add each component to this report. When all necessary components are complete, select the Submit button at the bottom of the screen.

This document is due on Nov 1, 2014

#### Required


All components in this section must be completed before the document can be submitted.


Section	Template	Components	Complete
Diagnostic	School Safety Diagnostic	<a href="#">School Safety Diagnostic</a> 	

#### Additional

In some cases you must select at least one component from this list before the document should be submitted.

None

 PDF

 Attachments

Submit


From the *Manage Documents Components* UNCHECK the box that is currently checked by clicking on the box

CHECK the box next to the NEW 2014-2015 Safe Schools Report just created

### Manage Document Components

Diagnostic | School Safety Diagnostic

Check those components to be included in this document.

 Create a New School Safety Diagnostic

☒

School Safety Diagnostic

Uncheck

☐

2014-2015 Safe Schools Report

Check this box

Save Selection


Cancel

Click *Save Selection*

A GREEN check mark should appear in the *Complete* column

**Required**

All components in this section must be completed before the document can be submitted.

Section	Template	Components	Complete
Diagnostic	School Safety Diagnostic	<a href="#">2014-2015 Safe Schools Report</a>	

If the check mark appear this indicates that all of the questions have been answered and it is ready to be submitted

Click the *Submit* button at the bottom of the page

**Portfolio**


**Safe Schools Report (In Progress)**

Add each component to this report. When all necessary components are complete, select the Submit button at the bottom of the screen.

This document is due on **Nov 1, 2014**

**Required**

All components in this section must be completed before the document can be submitted.


Section	Template	Components	Complete
Diagnostic	School Safety Diagnostic	<a href="#">2014-2015 Safe Schools Report</a>	

**Additional**

In some cases you must select at least one component from this list before the document should be submitted.

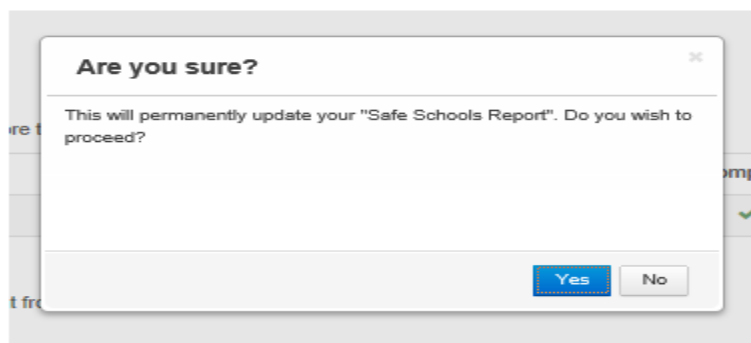
*None*

 PDF

 Attachments

**Submit**

Click on *Yes* in the *Are you sure...* box



A green banner indicating *Success* will appear at the top of the *Portfolio* page

## Portfolio

### Safe Schools Report (Submitted)

Add each component to this report. When all necessary components are complete, select the Submit button at the bottom of

**Success! The Safe Schools Report has been successfully updated.**

This document is due on Nov 1, 2014

### Required

All components in this section must be completed before the document can be submitted.

Section	Template	Components
Diagnostic	School Safety Diagnostic	<a href="#">2014-2015 Safe Schools Report</a>

### Additional

In some cases you must select at least one component from this list before the document should be submitted.

*None*

PDF

Attachments

Log

A PDF version of this document can be saved and printed by clicking on the PDF button at the bottom of the Portfolio page

This task will not appear *Submitted* in the status column of the *Portfolio Overview* page for the district

Portfolio Profile Diagnostics & Surveys Assurances Goals & Plans Reviews Progress

## Portfolio

### Overview

Select the school year to expand the list of all associated documents for that period.

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2014-2015 School Year

Days Past Due	Due Date	Status	Document
	September 30, 2014	In Progress	<a href="#">KDE District Funding Assurances 2014-2015</a>
	November 1, 2014	Submitted	<a href="#">Safe Schools Report</a>

For questions regarding the completion of this Safe Schools Report contact:

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The creation of user accounts and user account permissions must be requested via email to Ginger Kinnard.